



Westhoughton  
HIGH SCHOOL

# Careers Post 16 Pathways, Qualifications and web based resources A guide for parents/carers and students

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**LEARN** Enjoy our school  
Learn in high



Respect one another,  
ourselves & our environment  
Never stop learning

# Parents/students guide to post 16 pathways/qualifications and careers information

## The current law regarding students leaving school at 16

All students must remain in full time education or training until they are 18 and must continue to study mathematics and English unless they have achieved GCSE grade 4.

The Government defines full time education and training as

- full time study in a school, college or training provider
- an apprenticeship or traineeship
- full time work or volunteering [20 hours or more] combined with part time accredited study

## The pathways open to students are as follows:

### A Levels

Academic based qualifications studied in three/four subjects and examined at the end of a two year course based on grades A\*-E. They are offered by Further Education colleges and school sixth forms A levels can lead to university degrees or higher level apprenticeships offered by employers.

Each college has different entry requirements to allow students to study A levels. These can be found in their prospectuses or on their web pages. Most will require at least five GCSEs grades 4-9 including Mathematics and English.

### BTEC-British and Technology Education Council-qualifications

BTECs are qualifications linked to a broad occupational area, for example Health and Social Care, Travel and Tourism, Business/ Administration Information Technology. Assessment is continual, involving practical study and coursework work rather than based on final examinations. BTEC level 3 can lead to university or apprenticeship/employment. Entry requirements will vary according to the level of BTEC offered and will be published in college prospectuses and web sites. They are available at different levels.

**Level 3** - equivalent to A level.

**BTEC Diplomas** are equivalent to two A levels and the BTEC extended diploma is equivalent to three A levels.

**BTEC Subsidiary Diplomas** are equivalent to one A level.

**Level 2** - BTEC diploma-equivalent to GCSE levels 4 and above.

**Level 1** - BTEC diploma-equivalent to GCSE levels 1-3 and above.

### NVQs-National Vocational Qualifications

NVQs are specific work based qualifications in the skills and knowledge needed to do a job such as hair,beauty,joinery ,motor vehicle, plumbing etc

**Level 3** is equivalent to A level and BTEC level 3

**Level 2** is equivalent to GCSE grades 4-9 and

**Level 1** is equivalent to GCSE grades 1-3

## Greater Manchester Careers Portal

The Greater Manchester Combined Authority, GMCA, which includes Bolton, are creating a single digital platform to allow students to make informed decisions about their future careers. From October 2019 elements of the portal will be released to schools. This will include the release of Xello a careers management tool that can be used by students in all years to build up careers plans and develop life skills. Through Xello students will be able to search for post 16 education and training opportunities offered by providers in the local area. The portal will have a front end website containing information about apprenticeship vacancies, local labour market information and news and events such as college open days and volunteering opportunities. Students will require an account to use Xello created by the school.

## Applying for Colleges and apprenticeship opportunities for 2020

From the end of September 2019 the former Common application System ,UCAS Progress will no longer be able to be used by Year 11 students to search and apply for post 16 education and training opportunities following a decision by UCAS to cease use of the product.

**Students will be encouraged for this year only to apply for 2020 opportunities via individual college websites or websites of training providers and employers recruiting for apprenticeships and traineeships.**

However,the GMCA has included the development of a common application process or CAP in its Portal Development Plan. At the end of October 2019,a first phase CAP module will be released onto the Xello system to be trialled by some students in school. This will allow students to apply for courses saved to their profiles in Xello. Applications made through Xello will be submitted to a student's preferred provider via an email service which the provider can process and respond to inviting the student for a possible interview.

**From September 2020 we will be encouraging all students to use the Xello system to apply for post 16 opportunities rather than individual college websites.**

# Parents/students guide to post 16 pathways/qualifications and careers information

## 5 Future Morph-find out careers linked to Science and Mathematics

Google this site from the Science Council which gives details of Careers opportunities linked to studying Science and Mathematics.

## 6 Apprenticeship websites

### **The National Apprenticeship Service website**

The National apprenticeship Service supports, funds and coordinates the delivery of apprenticeships in England. Its website is the official website for general information about apprenticeships advertising local and national apprenticeship vacancies.

To search for advertised apprenticeship vacancies, go to the Apprenticeship Service website [www.findapprenticeship.service.gov.uk](http://www.findapprenticeship.service.gov.uk) Most are available from January each year.

In the Autumn Term of year 11 staff from GMLPN, (Greater Manchester Learning Provider Network) organise lunch time drop in sessions to help students log onto the National Apprenticeship website. GMLPN promote apprenticeships and traineeships across the Greater Manchester area.

## 7 Career Pilot

### **[www.careerpilot.org.uk](http://www.careerpilot.org.uk)**

This website gives information about jobs in different occupational areas and jobs related to different school subjects. The Careerometer can be used to compare up to three different jobs. The website also contains information about the different pathways open to students at 16 and advice on choosing option subjects at 14.

## 8 BBC Bitesize careers

### **[www.bbc.co.uk/bitesize/careers](http://www.bbc.co.uk/bitesize/careers)**

The bitesize careers website helps students find out what jobs they may be suited to with video links and profiles of young people whose jobs use a range of school subjects such as Science, Geography, Art and Design, Computing and ICT, Maths and Business.

## Entry level qualifications and foundation learning

Foundation learning gives students the chance to work towards entry level before going onto BTEC/NVQ qualifications by getting support with mathematics and English and doing functional skills in mathematics, English and Information Technology. These courses require no formal qualifications to enter.

## Apprenticeship a guide for parents/students

Apprenticeships are a job with training. Apprentices have employed status and work towards qualifications at a college or training provider or in the workplace. Apprentices are paid a minimum of £3.90 per hour up to the age of 19. Many employers may pay above this minimum rate. An advantage of doing an apprenticeship is you can work and gain recognised qualifications such as NVQ at the same time. Apprenticeships are offered in over 200 occupations such as retail, business/administration, catering, child care, engineering, construction trades, motor vehicle and hairdressing.

Students can apply for an Apprenticeship directly to an employer with a CV/personal statement or covering letter or in many cases employers recruit through training provider such as Alliance Learning, The Babington Group, North Lancs Training and the Skills Company. Students can register with a training provider who will then carry out interviews on behalf of employers.

Apprenticeships are extremely competitive to obtain. Employers are keen to see a student's qualities and skills as well as qualifications and want to see evidence of an excellent attitude and attendance and punctuality record in school.

We recommend that all students in year 11 secure a college place as a back up due to the competition they may face to secure an apprenticeship.

Students can look for advertised vacancies on the National Apprenticeship Service website: [www.findapprenticeship.service.gov.uk](http://www.findapprenticeship.service.gov.uk)

Parents/carers, teachers and students can also consult the Amazing Apprenticeships web site for further information. [www.apprenticeships.gov.uk](http://www.apprenticeships.gov.uk)

## **Apprenticeships are offered at different levels.**

### Intermediate Level 2

Equivalent to nine GCSE grades 4 and above. It is usually 12-18 months in length and often has an entry requirement of 2 or more GCSEs at grade 4 and above which often may include Mathematics and English.

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## Advanced level apprenticeships level 3

Equivalent to two A level passes. It is usually 18-24 months in length with an entry requirement of a minimum of 5 GCSEs at grade 4 and above including Mathematics and English. Alternatively it could be the successful completion of an Intermediate Apprenticeship in a role similar to the Advanced apprenticeship on offer.

## Higher Apprenticeships levels 4-7

Equivalent to a Foundation degree or above. Entry requirements are a minimum of two A levels/BTEC levels or the successful completion of an Advanced level apprenticeship.

## Degree Apprenticeship levels 6-7

Equivalent to a Bachelor's or Master's degree. You work on a full time basis and study for a Bachelor or Master's degree at a university or Higher Education institution. The duration is usually 3-6 years and you are paid a salary for this time. Tuition fees are covered by the employer and government in the form of a bursary or scholarship.

Students can apply for Intermediate and Advanced Apprenticeships at 16 or do A levels/BTEC level 3 and apply for a higher level apprenticeship at 18. Apprenticeship vacancies can be found on the Apprenticeship Service website.

## Traineeships

These are short education programmes, usually no more than six months a year in length, designed for students who do not have the required qualifications, skills or work experience to go straight into employment. A traineeship is designed to develop the skills needed to find a career.

## List of web-based resources available to parents and students

The following is a list of suggested websites students can access at home to explore careers. UCAS Progress is used to enable students to apply for post 16 courses although it can be used to search for courses in year 10.

The National Apprenticeship website can be used in Year 11 to find out about apprenticeship vacancies in England.

### 1 START website to explore careers

Students will complete a START profile in year 8 and update it in forthcoming years. It helps them explore jobs linked to their skills, qualities, work preferences and interests.

### Using START at home

Google START profile

Click on START registration

Fill in a completed registration form which requires students to give an e-mail, we suggest a student's school e-mail. Students will be asked to create a password they need to retain.

Log on to START using your log in and password.

**The student log in code is LEARN**

### Why use START?

Students create a profile which includes my qualities, my interests, my work preferences, my skills. After completing their profile students can research jobs generated by the profile students have produced.

There is information for each job about LMI, labour market information, giving details about the availability of the job in the North West region as well as nationally. Without doing the profile, students can click on the World of Work Section and search for a job entering a subject, skill or interest and pressing the return key to see a selection of jobs linked to each.

Alternatively, they can click on 'select by industry' to get an idea of the job roles within that particular industry.

### 2 icould.com website (video links on a variety of jobs)

Go to the **icould.com** website and take the buzz quiz to find out about your skills and personality and jobs that might be applicable to them.

The site contains videos of jobs which are directly related to specific school subjects which students enjoy and may be good at.

### 3 The National Careers Service website

National Careers Service Job Profiles with 750 job profiles in different occupational areas. Use these to find out what jobs are like.

The website gives advice on CV writing and interview techniques under the Help to get a job section. It can help find courses and learning providers under the Find a course section. It allows you to carry out an assessment of your skills to find out which jobs might suit you in the future. This is found under the Skills Health Check.

### 4 Career Box careers films on the web

Google Career Box to find a range of careers films on the web